



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS 18<sup>TH</sup> MEDICAL COMMAND  
UNIT #15281  
APO AP 96205-0054

OFFICE SYMBOL

Date

MEMORANDUM THRU (Section Chief), 18<sup>TH</sup> MEDCOM, Unit 15281, APO AP 96205-5281

MEMORANDUM THRU (Department Head), 18<sup>TH</sup> MEDCOM, Unit 15281, APO AP 96205-5281

FOR Deputy Chief of Staff, Resource Management, 18<sup>TH</sup> MEDCOM, Unit 15281, APO AP 96205-5281

SUBJECT: Employment Extension (Over age 60) for (Employee Name)

1. Request that an extension, not to exceed 1 year, be granted for: (Employee Name) – (Job Title), KGS (Job series & Grade). Mr/Ms.(Name) has consistently performed in an outstanding manner. Continued to explain why you think this person deserves to be extended for additional years of employment.

(Don't forget to attach the SF 52-B to the letter.

2. Point of contact for this memorandum is the undersigned at 736-0000.

Recommending Supervisor  
Rank,  
Position, Office/section

# SAMPLE

Each office symbol you put on your request with a THRU should have an endorsement as shown on the next page.

(Office Symbol)

SUBJECT: Employment Extension (Over age 60) for (Employee Name)

1<sup>st</sup> Ind, (Section Chief Office Symbol)

TO: (Department Head Office Symbol)

I concur/nonconcur with this request

Name  
Rank  
Title, Section

2nd Ind, (Department Head)

TO: DCSRM

I concur/nonconcur with this request

Name  
Rank  
Office Symbol

3rd Ind, DCSRM

Approval/Disapproval

Encl:  
SF 52-B

NATHANIEL TODD  
LTC, MS  
Deputy Chief of Staff  
Resource Management

**SAMPLE**



DEPARTMENT OF THE ARMY  
HEADQUARTERS, EIGHTEENTH MEDICAL COMMAND  
UNIT #15281  
APO AP 96205-5281

EAMC-RM

15 NOV 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum 5-4, Reappointment of Korean National Employee  
Age 60 and Above

1. References:

a. USFK Regulation 690-1, 4 Oct 94, Civilian Personnel Regulations and Procedures  
- Korean Nationals

b. Memorandum of Understanding between Deputy Assistant Chief of Staff, G-1 and  
Korean Employees Union - KN Reappointment Policy, 23 September 2004.

c. Memorandum EAGA-CP-LPM, 23 Sep 04, subject: Changes to Reappointment  
Policy of Korean National (KN) Employees

2. Purpose: This policy memorandum establishes command policy for the notification,  
replacement and retention of the over age of 60 Korean National (KN) employees within  
the 18<sup>th</sup> Medical Command.

3. Applicability: This policy is applicable to all 18<sup>th</sup> MEDCOM Work Units, Staff Chiefs,  
Unit Commanders, Executive Officer, Department of Chiefs, and Korean National  
Employees

4. Definitions:

a. Employee: Any Korean National employed by the United States Government paid  
from appropriated or non-appropriated funds. Permanent, temporary, full time or part  
time employees are covered under this policy. Contract (personal or non-personal  
service) employees are not covered under this policy.

b. Date of birth: This will be the date of birth (DOB) used on the original  
employment. Changes to the DOB after employment begins with USFK activities will  
not be used to determine mandatory retirement age even if changes have been  
processed through the Korean legal system

EAMC-RM

SUBJECT: Policy Memorandum 5-4, Reappointment of Korean National Employee Age 60 and Above

a. Policy

a. Employees will be retired the last day of the month in which they reach age 60. Employees may be reappointed at the request of either the management or the employee on a temporary status for a full five-year period until age 65. Reappointment is not automatic and the following criteria must be met when considering reappointment: (1) the position continues, (2) the employee has had no recent performance or conduct problems, (3) the employee has no physical or health problem that could interfere with duty performance and (4) if employee is required a physical fitness test for current job category, then the employee must pass the fitness test. The reappointment will expire on the last day of the birth month in which the employee turns age 65.

b. Reappointment of retirees permits retention of high quality employees at reduced cost to the government. Good health, loyal service, respect, friendship, long-term experience and institutional knowledge are important considerations, but must be weighed against the long-term viability of the workforce. Conduct may also be verified by the absence of any disciplinary actions during the past five years.

c. Unit Commanders, Executive Officers, Staff Chiefs, Department Chiefs and supervisors are advised that they do not have authority to approve extensions for Korean National Employee Age 60 and above. All requests of extension will be sent to the Deputy Chief of Staff, Resource Management, 18<sup>th</sup> Medical Command for final approval.

d. Reappointed employees will be set at pay step 3 of the employee's pay grade in the current position or at the current step if the employee's pay step is below step 3. Reappointed employees are not eligible for promotion.

e. Vice actions must be submitted 120 days prior to the reappointed employees extension expiration. If management determines that an exception to policy is desired they may request to reappoint the employee past their 65th birthday for a period up to 12 months. This exception to policy is not limited in the number of times that it may be requested.

f. Reappointed employees may still be terminated prior to expirations of their temporary appointment with 14 days advance notice. Any decision by management is final.

EAMC-RM

SUBJECT: Policy Memorandum # 4, Reappointment of Korean National Employee  
Age 60 and Above

## 6. Responsibilities

### a. Supervisor and Commander/Executive Officer:

(1) Notify the reappointed employee that the new pay grade will be set at step 3 of the employee's current grade.

(2) Ensure new employees are trained to minimize the impact of personnel changes.

b. Deputy Chief of Staff, Resource Management will analyze civilian pay costs and determine if funds are available.

## 7. Procedures:

a. Supervisor: Initiate Personnel Action with memorandum of justification for reappointment and forward to unit commander or executive officer.

b. Unit Commander/Executive Officer: Review and provide a recommendation on approval/disapproval for reappointment personnel action with a memorandum of justification and forward to Deputy Chief of Staff, Resource Management using Request for Personnel Action (RPA) system.

c. DCSRMC: Review all reappointment personnel actions for appropriateness and ensure availability of funds. Final approval/disapproval for reappointment personnel action and forwards approved actions to the area Civilian Personnel Operations Center (CPOC) and returns disapproved reappointment personnel actions to the unit commander/executive officer.

d. This memorandum supersedes all previous 18<sup>th</sup> Medical Command policy memorandums pertaining to this subject.

  
BRIAN D. ALLGOOD  
Colonel, MC  
Commanding

DISTRIBUTION

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